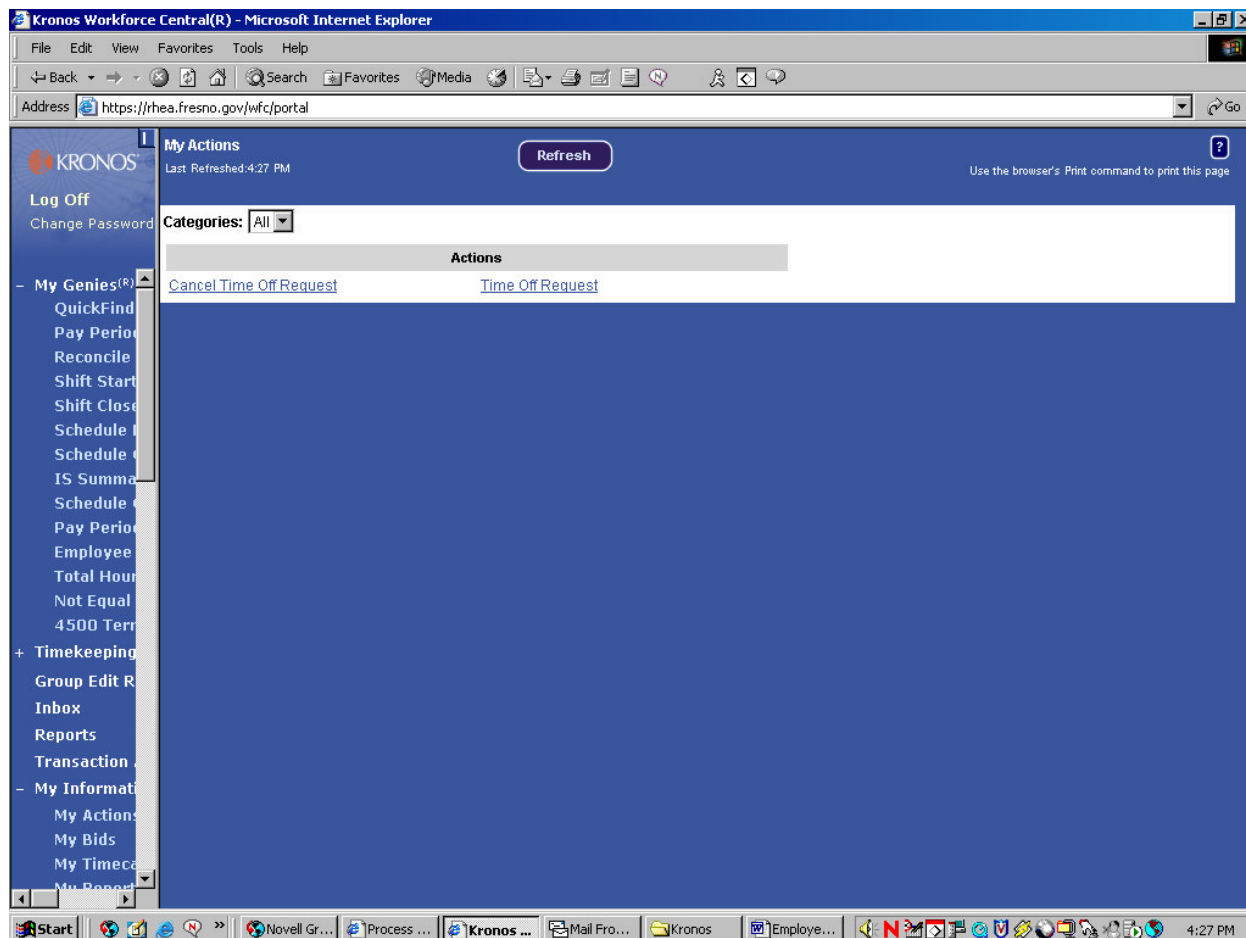


Employee Time Off Request Instructions

The process of requesting time off begins with selecting My Actions from the My Information category on the left-hand side of your Kronos home page. This will then bring up the following screen:



By selecting the Time Off Request link you will initiate the process of requesting time off. It is important to remember that when using this process you are only able to request time off into the future. When we say future we mean anything into the next day. The system will not recognize a request for time off for today when you request it today. Once this process is initiated the screen will look like the one below.

Time Off Request - Microsoft Internet Explorer

Time Off Balances (hours) as of today

Admin Balance: 0.0
 Annual Leave Balance: 190.5
 Bonus Time Balance:
 Compensatory Balance:
 Holiday Balance: 64.0
 Sick Balance:
 Supplemental Admin Balance: 0.0
 Supplemental Sick Balance: 83.3
 Vacation Balance:

Time Off Request

* Request Type:
 Furthest Eligible Request Date: 3/02/2007
 * Start Date:
 * End Date:
 Message:
 * Hours: ☐ Specify Hours ☐ Same Hours as Scheduled Shifts

Fill in only if Specify Hours is selected above

Start Time:
 Hours Per Day:
 Day Type: ☒ Scheduled and Non-scheduled Days ☐ Scheduled Days

Next Reset Cancel

Here you will see the Kronos Time Off Request form and it consists of three parts: Time Off Balances, Time Off Request, and the specification of the hours requested. The Time Off Balances are current and are pulled directly from the PeopleSoft system. Kronos will project future accrued time and will allow you to request time over and above what you currently have available as long as you don't exceed the projected balance.

The Time Off Request section is the portion of the form where you will request the time off. Under Request Type you will see the same pay codes that are available on the Time Card. The Furthest Eligible Request Date is currently defaulted by Kronos to about 75 days. The Start Date and End Date are the days or period of days that you want to request off. The message area can be utilized if needed, to state why you are off or it can be just a comment box for you to use.

The Hours section has two radio buttons and one of the buttons needs to be selected. The Specify Hours choice will require you to identify the start time of your time off and the number of hours you are requesting off. By selecting the Specify Hours button you are satisfying the 'Fill in only if specify Hours is selected' section. You will also want to make sure the Scheduled and Non Scheduled Days button is selected. This button is automatically defaulted by Kronos and there is no reason to select and or change this default. You have then completed the Request and can select the Next button to begin the process of getting your time approved. After completing this screen it should look something like the following:

Time Off Request - City Of Fresno - IE Web Browser

Time Off Balances (hours) as of today

Admin Balance: 16.0
 Annual Leave Balance: 100.0
 Bonus Time Balance:
 Compensatory Balance:
 Holiday Balance: 24.0
 Sick Balance:
 Supplemental Admin Balance: 0.0
 Supplemental Sick Balance: 43.3
 Vacation Balance:

Time Off Request

* Request Type: Administrative Leave Used
 Furthest Eligible Request Date: 4/14/2006
 * Start Date: 1/20/2006
 * End Date: 1/20/2006
 Message: Dr. Appt
 * Hours: ☒ Specify Hours ☐ Same Hours as Scheduled Shifts

Fill in only if Specify Hours is selected above

Start Time: 1:00pm
 Hours Per Day: 4.00
 Day Type: ☒ Scheduled and Non-scheduled Days ☐ Scheduled Days

Next Reset Cancel

The other radio button is the Same Hours as Scheduled Shifts and by selecting this button you will have told the system and your supervisor that you will be out the entire scheduled day. Make sure the Scheduled and Non Scheduled Days button is selected. This button is automatically defaulted by Kronos and there is no reason to select and or change this default. You then can complete the process by selecting Next. Your screen should look like the following:

Time Off Request - City Of Fresno - IE Web Browser

Time Off Balances (hours) as of today

Admin Balance: 16.0
 Annual Leave Balance: 100.0
 Bonus Time Balance:
 Compensatory Balance:
 Holiday Balance: 24.0
 Sick Balance:
 Supplemental Admin Balance: 0.0
 Supplemental Sick Balance: 43.3
 Vacation Balance:

Time Off Request

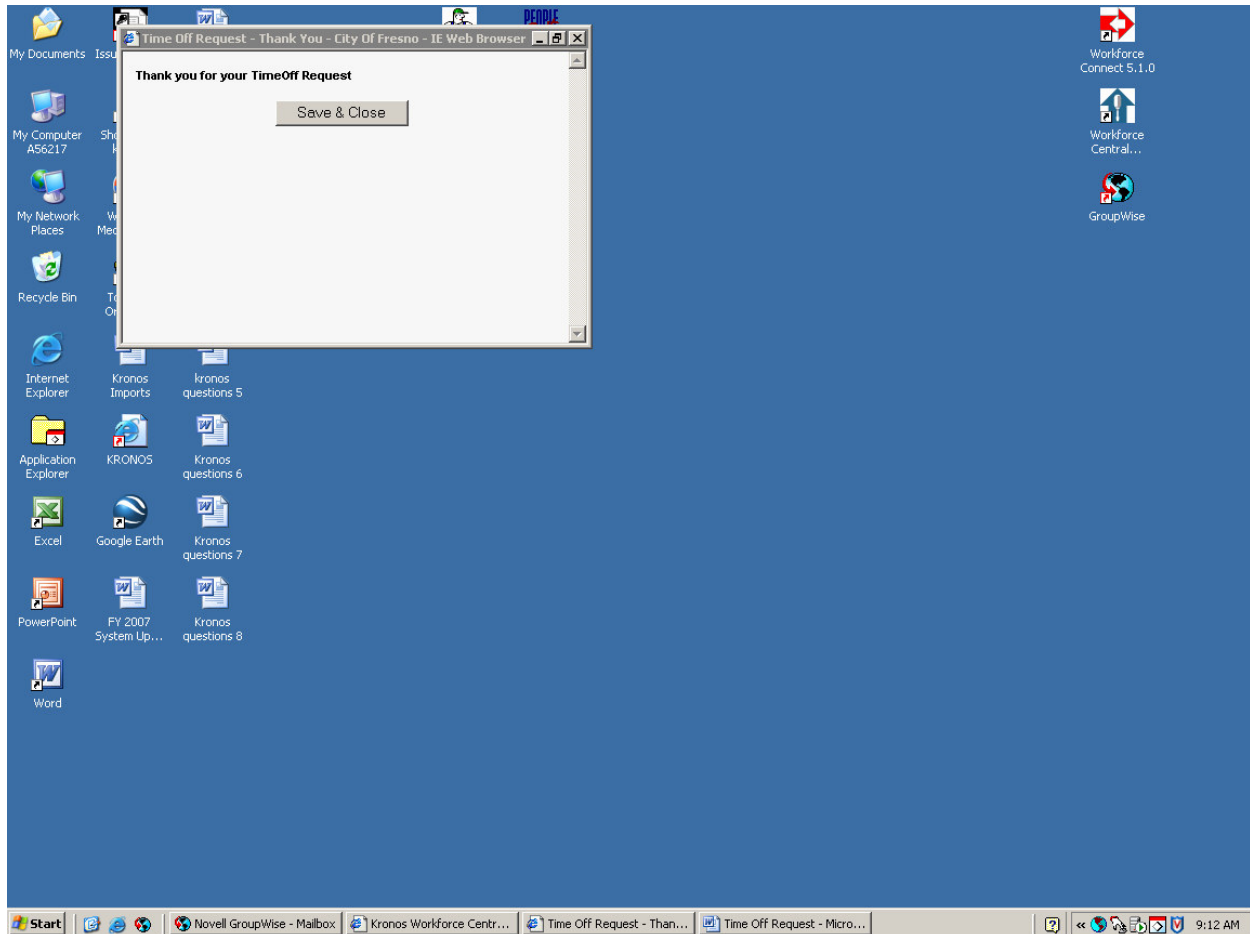
* Request Type: Administrative Leave Used
 Furthest Eligible Request Date: 4/14/2006
 * Start Date: 1/20/2006
 * End Date: 1/20/2006
 Message:
 * Hours: ☐ Specify Hours ☒ Same Hours as Scheduled Shifts

Fill in only if Specify Hours is selected above

Start Time:
 Hours Per Day:
 Day Type: ☒ Scheduled and Non-scheduled Days ☐ Scheduled Days

Next Reset Cancel

After hitting the Next button you will get a confirmation that your time off request has been processed and will be sent to your Report To managers Inbox. The screen will look something like:



This then completes the employee portion of the time off request. You will be notified once the manager processes this request whether it's approved or not via email. It will also be reflected on your timecard in 'purple' but you are not allowed to change the manager approved time off, your supervisor or payroll clerk will have to make any adjustments if needed. You will also see this time off request on your schedule once it's been approved which is located on the bottom right side of your timecard. You can see below showing my time that has been approved for 1/20/06 for a total of 4 hours. You will also see a double entry for Friday 1/20 on the schedule on the right. This is nothing to worry about because it is telling Kronos that I will be off for 4 hours on Administrative Leave and will also be working part of my scheduled shift.

Kronos Workforce Central(R) - City Of Fresno - IE Web Browser

File Edit View Favorites Tools Help

Address: https://rhea.fresno.gov/wfc/portal

My Timecard
Loaded: 9:21AM
Name & ID: Shubin, Steve 08667
Time Period: Current Pay Period

Log Off
Change Password

My Genies(R)
QuickFind
IS Summary
Employee Profile
No Time Entered

+ Timekeeping
+ Scheduling
Group Edit Results
Inbox
Reports
Transaction Assistant

- My Information
My Actions
My Bids
My Timecard
My Reports
My Earnings History

+ My Calendars
Actions
Bid Editor
+ Common Setup
+ Record Retention Policy
+ Scheduler Setup
+ Calendar Views Setup
+ System Configuration
Wage Profiles

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

Week starting: Mon 1/16

Pay Code	Transfer	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Sun 1/22	Total
Hours Wor...	...djusting Entries	4.0							4.0
Hours Wor...	...ustomer Service	2.0	4.0						6.0
Hours Wor...	...mplem-Upgrade	2.0	5.0						7.0
Hours Wor...	...mt/COF - Budget								0.0
Administra...						4.0			4.0
MLK		8.0							8.0
		16.0	9.0			4.0			29.0

Week starting: Mon 1/23

Pay Code	Transfer	Mon 1/23	Tue 1/24	Wed 1/25	Thu 1/26	Fri 1/27	Sat 1/28	Sun 1/29	Total
Hours Wor...	...ustomer Service								0.0

Totals & Schedule | Accruals | Audits

All

Location	Job	Pay Code	Amount	Wages
...ce/Actg Treas/Actg/Payroll	COF - Cu...	Regular Pay	6.0	
...ce/Actg Treas/Actg/Payroll	COF - Pay...	Administrati...	4.0	
...ce/Actg Treas/Actg/Payroll	COF - Cu...	Holiday Wo...	2.0	
...ce/Actg Treas/Actg/Payroll	Adjusting ...	Regular Pay	4.0	
...ce/Actg Treas/Actg/Payroll	COF - Sof...	Regular Pay	7.0	
...ce/Actg Treas/Actg/Payroll	Adjusting ...	Holiday Wo...	4.0	
...ce/Actg Treas/Actg/Payroll	COF - Sof...	Holiday Wo...	2.0	
...ce/Actg Treas/Actg/Payroll	COF - Pay...	Holiday Sys...	8.0	

Accrual Code / Bal. on Selec... Units

Date	Start Time	End Time	Pay Code	Amount
Mon 1/16	8:00AM	4:00PM		
Tue 1/17	8:00AM	4:00PM		
Wed 1/18	8:00AM	4:00PM		
Thu 1/19	8:00AM	4:00PM		
Fri 1/20	8:00AM	4:00PM		
Fri 1/20			Administrati...	4.0
Sat 1/21				
Sun 1/22				
Mon 1/23	8:00AM	4:00PM		
Tue 1/24	8:00AM	4:00PM		
Wed 1/25	8:00AM	4:00PM		

Applet com/kronos/wfc/applets/timesheet/TimesheetViewApplet started

Start | Novell GroupWise - Mailbox | Kronos Workforce Ce... | Time Off Request - Micro...

Trusted sites

9:21 AM

It is important to remember time off that occurs in the past needs to be approved using the paper form signed by the supervisor and then manually reported into your Kronos timecard.